

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF KANSAS

FILED

APR 22 2003

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U.S. DISTRICT COURT
D. KANSAS

In re Privacy Policy Regarding
Personal Data Identifiers.

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Standing Order No. 03-3

In compliance with the policy of the Judicial Conference of the United States and the E-Government Act of 2002 (Pub. L. 107-347, which was enacted on December 17, 2002), and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the court:

- 1.) **Social Security Numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number shall be used.
- 2.) **Names of Minor Children.** If the involvement of a minor child must be mentioned, only the child's initials shall be used.
- 3.) **Dates of Birth.** If an individual's date of birth must be included in a pleading, only the year shall be used.
- 4.) **Financial Account Numbers.** If financial account numbers are relevant, only the last four digits of these numbers shall be used.

The parties and counsel are solely responsible for redacting the personal data identifiers. The clerk will not review each pleading for compliance with this general order.

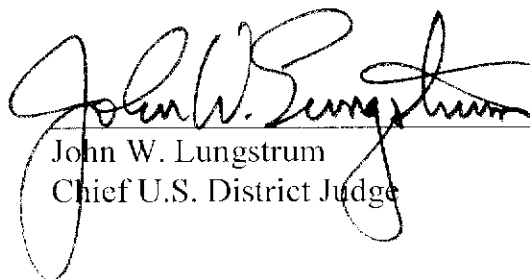
In addition, parties may refrain from including, or may partially redact where inclusion is necessary, the following confidential information: personal identifying numbers, such as driver's license numbers; medical records, treatment, and diagnosis; employment history; individual financial information; and proprietary or trade secret information.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers or other confidential information listed above may file an unredacted document under seal. This document shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file.

IT IS SO ORDERED.

Dated this 22nd day of April, 2003.

BY THE COURT:



John W. Lungstrum
Chief U.S. District Judge